

Assessor/Recorder/County Clerk

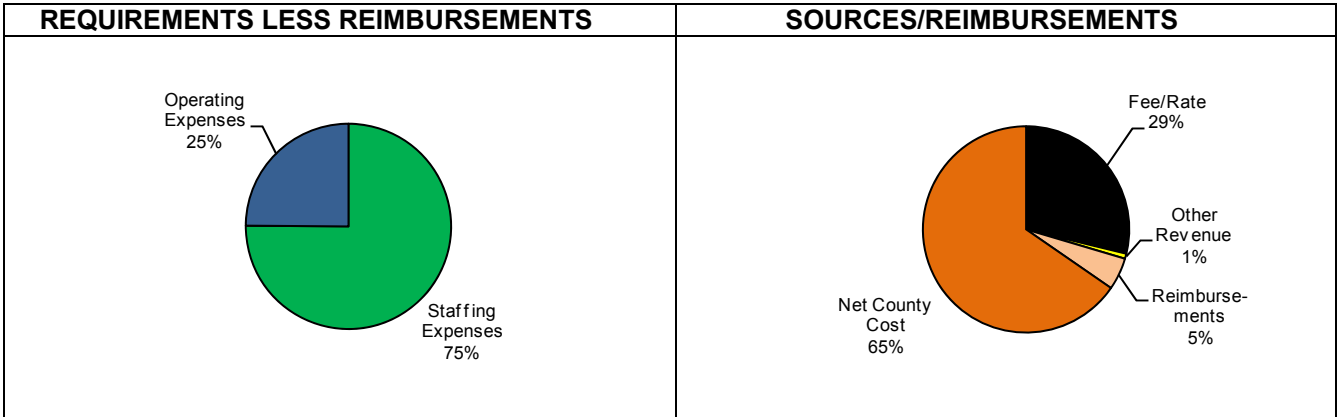
DESCRIPTION OF MAJOR SERVICES

Under California law, the Assessor/Recorder/County Clerk establishes a value for all locally taxable property including residential, commercial, business and personal property. The Assessor/Recorder/County Clerk’s Office maintains current records on approximately 753,322 parcels of real property, 31,544 business property accounts and 33,226 other assessments including boats, aircraft, and manufactured homes. The Assessor’s Office also administers property tax exemptions including homeowners, veteran, disabled veteran, church, religious, and welfare exemptions, as well as exclusions including parent-to-child and senior/disabled persons transfer of base year value.

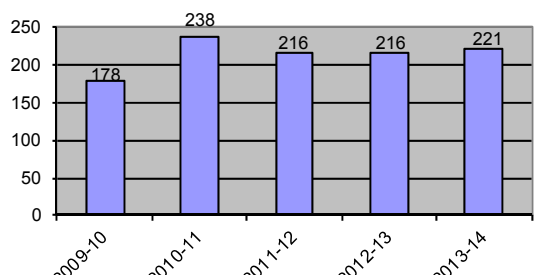
Budget at a Glance	
Total Requirements	\$22,789,523
Total Sources	\$7,106,500
Net County Cost	\$15,683,023
Total Staff	221
Funded by Net County Cost	65%

The Valuations Division is responsible for real, personal, business and special property valuations and assessment appeals. District offices provide public assistance regarding questions of ownership, mailing addresses, parcel numbers and assessed values. The Assessment Services Division provides mapping, change of ownership, change of address, data entry services, public information services, and computer systems maintenance and development. The Administrative Services Division provides fiscal, payroll, mail services, and facility support. The Recorder Services Division accepts all documents for recording that comply with applicable recording laws. Official records are maintained evidencing ownership and encumbrances of real and personal property and other miscellaneous records. The Recorder Services Division is also responsible for County Archives and County Clerk functions. County Archives maintains historical records for the County. County Clerk maintains records as they relate to vital statistics, fictitious business names, and other records that are required by the State to be filed with the County Clerk.

2013-14 RECOMMENDED BUDGET



BUDGETED STAFFING

STAFFING ANALYSIS					5-YEAR STAFFING TREND				
Authorized Positions	2011-12 Final	2012-13 Adopted	2012-13 Modified	2013-14 Recommended					
Regular	216	216	216	221					
Limited Term	0	0	0	0					
Total	216	216	216	221					
Staffing Expenses	\$16,067,105	\$17,642,653	\$17,457,653	\$18,017,420					

ANALYSIS OF 2013-14 RECOMMENDED BUDGET

GROUP: Fiscal
DEPARTMENT: Assessor/Recorder/County Clerk
FUND: General

BUDGET UNIT: AAA ASR
FUNCTION: General
ACTIVITY: Finance

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Modified Budget	2013-14 Recommended Budget	Change From 2012-13 Modified Budget
Requirements							
Staffing Expenses	13,433,612	14,672,925	16,065,032	16,463,992	17,457,653	18,017,420	559,767
Operating Expenses	2,974,435	3,207,612	6,258,025	5,547,810	5,473,720	5,968,722	495,002
Capital Expenditures	0	67,807	42,493	61,000	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	16,408,047	17,948,344	22,365,550	22,072,802	22,931,373	23,986,142	1,054,769
Reimbursements	0	(39,553)	(1,574,366)	(316,387)	(1,040,767)	(1,203,619)	(162,852)
Total Appropriation	16,408,047	17,908,791	20,791,184	21,756,415	21,890,606	22,782,523	891,917
Operating Transfers Out	0	0	45,000	41,000	33,000	7,000	(26,000)
Total Requirements	16,408,047	17,908,791	20,836,184	21,797,415	21,923,606	22,789,523	865,917
Sources							
Taxes	53,006	24,875	17,667	9,844	16,500	10,000	(6,500)
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	514,358	3,220,307	5,946,068	6,598,418	6,463,000	6,902,000	439,000
Other Revenue	328,454	225,669	214,607	238,099	237,000	194,500	(42,500)
Total Revenue	895,818	3,470,851	6,178,342	6,846,361	6,716,500	7,106,500	390,000
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	895,818	3,470,851	6,178,342	6,846,361	6,716,500	7,106,500	390,000
Net County Cost	15,512,229	14,437,940	14,657,842	14,951,054	15,207,106	15,683,023	475,917
Budgeted Staffing					216	221	5

MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET

Staffing expenses of \$18.0 million represent the majority of this budget unit and fund 221 budgeted regular positions. Operating expenses consist primarily of printing and taxpayer notice mailing costs, COWCAP, and systems development charges for the Property Information Management System (PIMS). Reimbursements of \$1.2 million are primarily from the Recorder special revenue funds for administrative costs. Sources of \$7.1 million include fees for recording and County Clerk services, special assessments, transfers of ownership, and data sales.



BUDGET CHANGES AND OPERATIONAL IMPACT

Staffing expenses are increasing by \$559,767 primarily as a result of the addition of new positions and increases in retirement and other benefit costs. Operating expenses are increasing by \$495,002 primarily due to Application Development Maintenance and Support costs now being budgeted directly in the Department and new annual maintenance of a proprietary software system, partially offset by a decrease in computer hardware expenses due to the completion of the equipment refresh project. Reimbursements are increasing by \$162,852 primarily due to increased administrative costs reimbursed from Recorder special revenue funds. Sources are increasing by \$390,000 as a result of anticipated increases in the volume of recorded documents.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$18.0 million fund 221 budgeted regular positions. The 2013-14 recommended budget includes a net increase of 5 positions. Staffing changes are as follows:

- Assessment Appeals: Reclassification of 5 Appraiser IIIs and 1 Auditor-Appraiser III to Appraiser IVs to recognize the complex and specialized nature of appeals work, and the addition of 2 Appraiser IVs, which will ensure that appeals are completed within the statutory timeframe.
- Assessor-Big Bear District: Addition of 1 Appraiser II and 1 Office Assistant III, which will serve to expand public office hours in this district office.
- Assessor-Transfers: Addition of 1 Title Transfer Technician I, which is necessary to process the increase in property transfer documents that have resulted from the improvement in the housing market. Deletion of 1 Office Assistant II, as this position does not meet the current needs of the Department.
- Assessor-Data Systems: Addition of 1 Automated Systems Technician, which will enable the unit to meet the current demand for services and prevent delays in restoring users to full production capacity.
- Recorder: Addition of 1 Lead Legal Document Classifier and 2 Legal Document Classifier IIs, which will reduce wait time for customers and provide better oversight of Recorder staff. Deletion of 1 Secretary I, as this position does not meet the current needs of the Department.
- Mapping: Deletion of 2 Cadastral Drafting Technician Is, as these positions do not meet the current needs of the Department.



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Management and Administrative Services	8	0	8	8	0	0	8
Assessment Services	52	0	52	48	2	2	52
Valuations	108	0	108	97	7	4	108
Recorder Services	53	0	53	45	5	3	53
Total	221	0	221	198	14	9	221

Management and Administrative ServicesClassification

- 1 Assessor/Recorder
- 1 Assistant Assessor/Recorder
- 1 Executive Secretary III
- 1 Administrative Supervisor II
- 1 Staff Analyst II
- 1 Staff Analyst I
- 1 Payroll Specialist
- 1 Fiscal Assistant

8 Total

Assessment ServicesClassification

- 1 Chief of Assessment Services
- 1 Supervising Office Specialist
- 2 Supervising Office Assistant
- 1 Office Specialist
- 13 Office Assistant III
- 3 Office Assistant II
- 1 Supv Title Trans Technician II
- 1 Supv Title Transfer Technician I
- 3 Title Transfer Technician II
- 15 Title Transfer Technician I
- 1 Cadastral Services Supervisor
- 1 Cadastral Drafting Technician III
- 2 Cadastral Drafting Technician II
- 1 Cadastral Drafting Technician I
- 1 Business Systems Analyst III
- 1 Business Systems Analyst II
- 2 Automated Systems Analyst I
- 2 Automated Systems Technician

52 Total

ValuationsClassification

- 1 Chief Appraiser
- 3 Principal Appraiser
- 8 Supervising District Appraiser
- 8 Appraiser IV
- 5 Appraiser III
- 11 Appraiser II
- 30 Appraiser I
- 13 Appraisal Technician
- 2 Supervising Auditor Appraiser
- 1 Auditor-Appraiser III
- 9 Auditor-Appraiser II
- 16 Office Assistant III
- 1 Office Assistant II

108 Total

Recorder ServicesClassification

- 1 County Clerk
- 1 Chief Deputy Recorder
- 1 Staff Analyst I
- 2 Legal Document Coordinator
- 2 Legal Document Supervisor
- 3 Lead Legal Document Classifier
- 23 Legal Document Classifier II
- 15 Legal Document Classifier I
- 1 Accountant III
- 2 Fiscal Assistant
- 1 Office Assistant III
- 1 Office Assistant II

53 Total

